INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, 14, Hindustan Colony,
Amravati Road, Nagpur-440 033
www.ignou.ac.in, http://rcnagpur.ignou.ac.in/

Engagement of Administrative Associate on contractual basis

Indira Gandhi National Open University (IGNOU) invites applications for engagement of Administrative Associate (Full-time) purely on contractual basis in the IGNOU, Regional Centre, 14, Hindustan Colony, Amravati Road, Nagpur-440 033. The educational qualification, experience, other eligibility conditions and remuneration are given below:

Position	No. of position	Educational Qualification & Experience	Remuneration
Administrative Associate	02	(i) Graduation in any discipline by recognized University/Organisation. (ii) Experience: Minimum 02 years with knowledge of MS Office etc.	Rs.30,000/-

Terms and Conditions:

01. The terms of appointment are initially for a period of six months and further extendable on performance basis. The maximum period of engagement will be of two years or up to attaining the age of 70 years, whichever is earlier from the date of engagement. The services can be discontinued/terminated without assigning any reason thereof.
02. The University reserves the right to restrict the candidate to be called for interview.
03. Merely fulfilling Educational Qualification and Experience does not a person to be called for the interview.
04. No TA/DA will be paid for appearing in the interview.
05. The selected candidates, after engagement as Administrative Associate will not divulge/disclose information pertaining the matters dealt in the University to any other source outside the University.
06. The Intellectual Property Right (IPR) of the data or proceedings shall be the property of the University.
07. During the engagement, Administrative Associates shall not act as representative in any case or not give opinion/advice to others in respect of matters delt during the period of his/her assignment.
08. Applications received after the closing date will not be entertained.

How to apply:
Application Format can be downloaded from IGNOU website www.ignou.ac.in or http://rcnagpur.ignou.ac.in/. The complete application along with the testimonials duly self-attested may be sent to the Regional Director, IGNOU, Regional Centre, 14, Hindustan Colony, Amravati Road, Nagpur-440033 on or before 26.10.2026. The candidate should mention "Application for the engagement of Administrative Associate Regional Centre, IGNOU" in capital letters on the top of the envelope.

Regional Director

APPLICATION FORM

Name of the position applied for: **Administrative Associate**

Name of the candidate: _____

Father's/Husband's name: _____

Date of birth : _____

Address: _____

_____

Mobile number:_____

Email ID : _____

RECENT PASSPORT SIZE PHOTOGRAPH

Educational Qualification (please attach self-attested copies of documents)

Examination Passed *	Discipline / Specilization / Subjects	Board / University	Year of Passing	Percentage of marks	Division

Experience starting from previous to present:

Total experience_____Years_____Months_____Days

Employer's name and address (also indicate whether Central Govt./State Govt/PSU/Autonomous bodies/Private Sector ($)	Designation	Scale of Pay/Salary per annum	Length of Service		Total Experience in years	Nature of work in brief
			From	To		

$please attached Vigilance Clearance Certificate, Last Pay Certificate & Experience Certificates, etc.

Continued..2/-

Any other information

I hereby declare that the above information is true to the best of my knowledge and belief, and in case the information is found incorrect at any state, my candidature shall be liable to be cancelled. I understand that my engagement, if engaged for the above position at IGNOU, Regional Centre, Nagpur will be purely on contractual in nature and I shall never claim for a regular appointment in the University on the basis of this engagement.

(Signature of the candidate)

Date . . . . . .

List of Enclosures:

01._____

02._____

03._____

04._____

05._____

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Nagpur-440 033

UNDERTAKING

I, _____(Name), date of birth _____

S/o Sh._____Address_____

_____having been appointed/engaged as having been appointed/engaged as **Administrative Associate**, IGNOU, Regional Centre, Nagpur do hereby undertake that information given by me at the time of my application and joining in IGNOU are true and correct to the best of my knowledge and belief. In case any information given by me is found incorrect or false at any stage, IGNOU has absolute right to take necessary action including discontinuance of my service without any notice.

Place:_____ Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No:_____